

RFP "CS" SERIES

REQUEST FOR PROPOSALS

**PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2005 IOWA ACTS AND THE 2005 CODE SUPPLEMENT**

QUESTIONS FROM POTENTIAL BIDDERS AND AGENCY ANSWERS

FIRST SERIES OF QUESTIONS AND ANSWERS

- 1. QUESTION.** Page 5 of the Instruction form (CS-1), Section III, A 2, states that the bidder must submit five print copies and one uncompressed electronic copy. In what format should the electronic copy be provided (e.g. CD-ROM, floppy disk)?

ANSWER. Either CD-ROM or floppy disk is fine. The Agency does not have a preference.

- 2. QUESTION.** Page 7 of the Instruction form (CS-1), Section V, C, stated that pages should be picked up and delivered. Form CS-2, Section VI, A, also states that production items must be picked up and delivered. Section VI of Form CS-2, states that delivery can be effectuated by courier service, but does not state that a courier service may be used for pick up. Does this mean that pick up of copy and other items must be performed by the bidder in person?

ANSWER. No. A courier service may be used for any of these tasks.

- 3. QUESTION.** Form CS-2 and CS-3, V, B, specify that the book paper must meet certain opacity requirements. According to Nexfor Fraser, the 35# cream paper requested only comes in an 85 opacity and an 854 PPI. In the past, paper with the following standards has been accepted by the agency - 30# CustomPlus, neutral shade, 80 brightness, opacity 85, PPI 900. Can the specifications be modified to reflect either the specifications for the 35# CustomPlus or the 30# CustomPlus?

ANSWER. You are referring to CS-2 the Contract Forms (for Item #1: Part V, Paragraph "B," Subparagraph 1 [p. 7] and for Item #2: Part V, Paragraph "B", Subparagraph 5 [p. 37]). As you note the relevant provisions in CS-3 the Proposal Forms are for Item #1 Part III, Paragraph "A" [p. 7] and for Item #2 Part III, Paragraph "A" [p. 28].

In direct response to your question, please send us a sample. We were looking for something that was somewhat more opaque than that which was used the last time on the Code. We saw more bleed through with our last paper than we prefer and we would like to move to a more opaque paper. We are willing to look at available alternatives and work with our vendors.

- 4. QUESTION.** Forms CS-2 and CS-3, and the proposal forms require bidders to provide information on subcontractors that may be utilized by the bidder. It appears from the proposal forms that the Agency considers a courier service for delivery of page proofs (such as UPS or FEDEX) to be a subcontractor. Further, it appears from the proposal forms that the Agency also considers the shipment company used to delivery the finished products to be a subcontractor, as well. In the normal course of business, a bidder may use UPS or FEDEX, interchangeably, for a courier service, and may use a variety of shipping companies for delivery of the finished product, depending upon availability, rates, etc. As such, it is not possible to include specific information at the proposal stage regarding the shipment methods. Can this provision be modified or deleted to accommodate the flexibility needed to contract for these services at the time the service is rendered?

ANSWER. You are referring to CS-2 the Contract Forms (for Item #1: Part III, Paragraph "F," [p. 4] and for Item #2: Part III, Paragraph "F," [p. 34]. The relevant provisions in CS-3 the Proposal Forms are for Item #1: Part V, Paragraph "C" [p. 10-12] and for Item #2: Part V, Paragraph "C" [p. 32-34]).

The Contractor is responsible for picking up and delivering production items and must deliver a production item using a courier approved by the Agency which includes the FedEx Corporation or United Parcel Services (UPS). If a potential bidder intends to one or both of the approved couriers then the bidder may simply state that it proposes to use one or both of these couriers. If the potential bidder

plans on using another courier, the potential bidder should fully complete the proposal forms.

The Agency considers a shipping company as a subcontractor. If a potential bidder has not completed negotiations with a shipping company at the time of submitting a proposal form, please note this and complete the proposal form, including as much information regarding that shipping company as possible. The potential bidder may include information regarding a shipping company or several shipping companies that it routinely uses as long as it indicates this on the proposal form.

- 5. QUESTION.** Form CS-2 and CS-3, IX, C, 2 require that bidders state the shipment methods for shipments of more than 800 lbs and less than 800 lbs. The same concerns arise as those outlined in the previous question. Can this provision be modified or deleted to accommodate the flexibility needed to contract for these services at the time the service is rendered?

ANSWER. Generally see answer to Question 4. The Agency is willing to be flexible, but we do need dollar amounts for shipping costs that we can rely upon in order to select a bidder. Please provide that information, understanding that you may not be able to settle upon a particular subcontractor.